

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

MEETING DATE: 8/16/06

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton

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AGENDA ITEM WORDING: Approval of and authorization for the Mayor to execute a Purchase Service Order with URS, for Noise Coordinator Services for the Key West International Airport.

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ITEM BACKGROUND: This project will be funded 95% by the Federal Aviation Administration, and 5% by Passenger Facility Charge Revenue.

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PREVIOUS RELEVANT BOCC ACTION: Approval to submit PFC Application # 9, to the Federal Aviation Administration, August 18, 2004.

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CONTRACT/AGREEMENT CHANGES: New contract

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STAFF RECOMMENDATION: Approval

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TOTAL COST: \$66,095.00

BUDGETED: Yes

COST TO AIRPORT: None

SOURCE OF FUNDS: FAA, PFC Revenue

COST TO PFC: \$3,304.75

COST TO COUNTY: None

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney X

OMB/Purchasing X

Risk Management X

AIRPORT DIRECTOR APPROVAL \_\_\_\_\_



Peter J. Horton

DOCUMENTATION: Included X

Not Required

AGENDA ITEM # \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

/bev  
AO

# MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

## CONTRACT SUMMARY

Contract #

Contract with: URS

Effective Date: Execution

Expiration Date: 365 days

Contract Purpose/Description: Noise Coordinator services for the Key West International Airport

Contract Manager: Bevette Moore  
(name)

# 5195  
(Ext.)

Airports - Stop # 5  
(Department/Courier Stop)

for BOCC meeting on: 8/16/06

Agenda Deadline: 8/1/06

## CONTRACT COSTS

Total Dollar Value of Contract: \$66,095.00

Current Year Portion: ~\$3,000.00

Budgeted? Yes

Account Codes: Pending FAA Grant

Grant: Yes - FAA

# 3-12-0037-29

County Match: PFC Revenue

## ADDITIONAL COSTS

Estimated Ongoing Costs: n/a  
(not included in dollar value above)

For: .  
(eg. maintenance, utilities, janitorial, salaries, etc.)

## CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airports Director	<u>7/26/06</u>	( ) <input checked="" type="checkbox"/>	<u>PJH</u> Peter J. Horton	<u>7/26/06</u>
Risk Management	<u>7/12/06</u>	( ) ( )	<u>Marisa Savik</u> Marisa Savik	<u>7/12/06</u>
O.M.B./Purchasing	<u>7/19/06</u>	( ) ( )	<u>William Grunhaus</u> William Grunhaus	<u>7/20/06</u>
County Attorney	<u>7/19/06</u>	( ) ( )	<u>Pedro Mendoza</u> Pedro Mendoza County Attorney	<u>6/7/06</u>

Comments: \_\_\_\_\_

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# Memo

To: Board of County Commissioners  
From: Peter Horton, Director of Airports  
Date: 8/1/06  
Re: Agenda Item - URS 35

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This item requests approval of Purchase Service Order with URS, for Noise Coordinator Services for the Key West International Airport.

The project will be funded 95% by the Federal Aviation Administration , and 5% by PFC Revenue.

The Commission granted approval to submit PFC Application # 9, to the FAA, 8/18/04. This project is noted in this PFC Application.

Thank you

/bev

**PURCHASE / SERVICE ORDER**  
**FOR**  
**MONROE COUNTY**

To: URS Purchase Service Order No. 05/06-35

Re: PSA Agreement, Dated: 1-1-02 Resolution

Project Name: Key West International Airport – Noise Coordinator

Description of Services:

(See attached Exhibit A Scope of Services)

Multiple of Direct Salaries

Lump Sum X Reimbursable Expense

Days to Complete 365 Fee this Service Order \$ 66,095.00

Payment for Services shall be in their entirety as per PSO.

**Prepared by:**

  
Milford A. Reisert

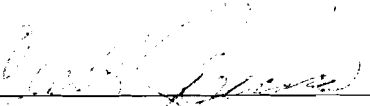
Date: 5-14-06

**Recommended by:**



Date: 6-6-06

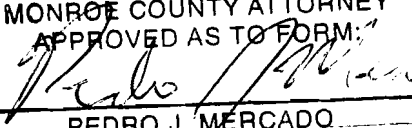
**Accepted by:**

  
Carlos Garcia

Date: 5/14/06

**Approved by:**

Date:

MONROE COUNTY ATTORNEY  
APPROVED AS TO FORM:  
  
PEDRO J. MERCADO  
ASSISTANT COUNTY ATTORNEY



# **EXHIBIT A**

## **SCOPE OF SERVICES**

### **EXTENSION OF STAFF: AIRPORT NOISE PROGRAM COORDINATOR**

### **KEY WEST INTERNATIONAL AIRPORT**

This Scope of Services will describe tasks necessary for URS to assist the airport with duties previously performed by the Airport Noise Program Coordinator, including certain homeowner liaison tasks as described below.

The PSO associated with this Scope of Services will cover services for Fiscal Year 2005 (October 1, 2004 through September 30, 2005). URS will conduct a telephone conference call with the airport once every two weeks, or more often if necessary.

URS will provide staff on an as-needed basis to answer inquiries from and provide information to the public, the media, the County, and the NIP Consultant Team, as appropriate. URS will act as the liaison between the Homeowners and the County, and will attend the bi-monthly meeting of the airport's Ad-Hoc Committee on Noise. URS will prepare the Agenda Package and distribute the Agenda Package to the Ad-Hoc Committee Members in advance of these meetings. URS will also prepare minutes of these Ad-Hoc Committee meetings.

URS will provide Homeowners with a toll-free telephone number, and maintain and monitor an answering machine connected to the local phone number. URS will maintain contact with Homeowners in all active phases of the NIP to ensure homeowner satisfaction, answer questions, and assist in the resolution of any issues that arise during the NIP.

URS will monitor the NIP Consultant Team during the Phase 5 construction period, including pre-construction activities.

URS will attend some of the Measurement Visits, with the NIP Consultant Team and the Contractor. If necessary, URS will verify with the Homeowner the product selection styles, colors and finishes, the window grille configuration (if applicable), and the location of the air condensing unit (if applicable). URS will follow up with Homeowners to assist in collecting this information as needed.

URS will be responsible for all reviewing NIP Consultant Team Invoices, Contractor Payment Applications, and Change Orders prior to their submission to Monroe County.

URS will make frequent visits during construction to observe progress, ensure compliance with contract requirements, and monitor Homeowner satisfaction.

URS will verify Homeowner satisfaction and document that the Homeowner has received their warranty manuals. The manuals will list the length of workmanship and product warranties, and the names and telephone numbers of whom to call should warranty service be required.

URS will attend some of the post-modification noise measurements, and review the final report that documents acoustical improvements.